

NASA MARSHALL SPACE FLIGHT CENTER CO-OP STANDARDS OF CONDUCT

Welcome to NASA/Marshall Space Flight Center! The Cooperative Education Program is a great way to start your NASA Career. This program gives you an opportunity to combine your academic studies with on-the-job training and experience. It's a great opportunity to work on exciting NASA projects, earn money, take advantage of an excellent benefit package, and complete your education.

The Co-op Program requires students to alternate between periods of academic study with equal periods of work. The Co-op Program is designed to train and develop students for the possibility of conversion to full time employment upon graduation.

As a participant in the NASA/MSFC Co-op Program, it is important that you understand that you are hired under a Federal Government Student Program Appointment (you are not a full-time employee). As a Student Trainee, you are under a probationary time period for your first two years of employment from your initial appointment. Therefore, within the first two years, at anytime and for any reason your appointment can be terminated. After the probationary period has ended, you may be terminated from your position based on misconduct or poor work performance.

Also as a Student Trainee, you must read and agree to the following minimum requirements of the program:

- I understand that I am to complete three working/alternating semesters (not limited to summers only) to complete the MSFC Cooperative Education Program. I also understand that I am expected to complete my degree within five years of my effective date of employment with NASA/MSFC.
- I understand that the beginning of my last work term must fall within two years of my anticipated graduation date. Extended Leave Without Pay (LWOP) will not be approved for longer than 18 months (year and a half) and will be limited to a one time only request during the duration of my co-op appointment.
- I understand that it is my responsibility to keep the MSFC Co-op Program Office informed of any changes to my academic schedule which would cause further delay in my graduation. I understand my graduation date is consistently considered by MSFC Center Management in planning the eligibility of co-op conversions into the Center's future workforce. If my graduation date is not accurate or keeps slipping, the Center may not be in a position to consider me for employment.
- In order to document my academic progress, I agree to submit a transcript upon completion of each semester or quarter. I further agree to provide these transcripts within two weeks of my return to duty to MSFC. (see next paragraph regarding promotions)
- I understand that an *official* transcript is required prior to receiving any promotion for which I may become eligible. I understand that promotions are based on the supervisor's recommendation, my documentation of academic performance, and

the MSFC Co-op Coordinator's approval. In addition to an *official* transcript, a letter or e-mail is required from my School Co-op Coordinator, verifying my credit hours, classification, and cumulative GPA. (The number of credit hours completed includes the latest semester in which I am enrolled) Promotions will be made effective within the Center's processing requirements and established deadlines.

- I understand that I am to *immediately* notify both the MSFC and School's Co-op Offices, *in writing*, if I receive a grade below a "C" or if my overall GPA falls below a 2.9 on a 4.0 scale.
- If I plan to resign, I will notify the Co-op Coordinator, *in writing*, and include the effective date along with a current address and phone number of where I can be contacted.
- I understand that during the probationary period, my employment in the Co-op Program may be terminated for any lawful reason and that I will not have the right to appeal the decision to terminate my employment. While the reasons for termination vary, the most common reasons for immediate termination are failure to maintain a 2.9 GPA, change in academic major, withdrawal from school, untimely delivery of student reports and work schedules, and suspension or expulsion from school.
- I understand that there is no guarantee of permanent employment with NASA upon graduation. If NASA is able to convert me either to a term or career-conditional appointment upon graduation, I must meet all qualification requirements for the targeted position for which I am being considered.
- I have read the requirements for participating in the NASA/MSFC Cooperative Education Program and understand the policies and requirements set forth within this document.

Printed Name

Signature

Date